



CONTINUOUS LEARNING PLAN

2023-2024

ST. TAMMANY PARISH PUBLIC SCHOOLS
321 N. THEARD STREET
COVINGTON, LA 70433

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CONTINUOUS LEARNING PLAN

MISSION STATEMENT

The mission of the St. Tammany Parish Public School System is to provide a high-quality education for all students, resulting in life-long learners who can contribute positively to the society in which they live.

VISION STATEMENT

The vision is to provide an exemplary school system, widely respected for high-standards and first-rate performance, and outstanding student achievement. In this System, public schools are valued and supported, and a strong partnership exists between educators, students, families, and the community to help ensure that:

- students have safe, caring environments for learning;
- students are positively challenged, enriched, and inspired;
- students learn to be self-motivated and life-long learners, prepared for life's pursuits; and
- students learn to be responsible and contributing members of a global society.

SHARED BELIEFS

- We are a good school system, and we must strive to be a great school system.
- Our core business is to create engaging work for every student, every day.
- High-quality schools and exemplary student achievement are the responsibility of the entire community.
- Teachers are leaders and designers who create engaging work for students.
- Student engagement is the key to learning.
- Effective instruction must meet the needs of all students so that every child can learn at expected high levels.

ST. TAMMANY PARISH PUBLIC SCHOOLS ADMINISTRATION

Superintendent	Frank Jabbia
Assistant Superintendent of Human Resources	Steve Alfonso
Assistant Superintendent of Federal Funds and Students with Exceptionalities	Kimberly Gardner
Assistant Superintendent of Administration	Mary Hart
Assistant Superintendent of Curriculum and Instruction	Dr. Jeanne McCurley

The St. Tammany Parish Public School System recognizes there may be occasions that require the closure of schools, including events such as weather, disasters, or health emergencies. The Continuous Learning Plan is intended to support schools and inform teachers, students, and parents/guardians of the processes and expectations to be used during any form of closure. While the safety of students and staff is of utmost priority, the St. Tammany Parish Public School System will provide access to continuous learning while maintaining access to instructional programming during modified operations.

Modified operations is when there is a change in the normal operations of business, learning, activities, etc., of a school or school district because of extended closures. The Continuous Plan consists of three types:

- **Short-term modified operations**: A significant portion of the students/staff are not able to be on campus for 1-2 days for face-to-face, direct instruction. Continuous learning expectations may be limited or smaller in scope depending on resource availability (e.g. community is without electricity for two (2) days).
- **Medium-term modified operations**: A significant portion of the students/staff are not able to be on campus for 3-10 days for face-to-face, direct instruction.
- **Long-term modified operations**: A significant portion of the students/staff are not able to be on campus for more than 10 days for face-to-face, direct instruction. Operations should have more consistency and expectations of routines and instruction.

The superintendent, in coordination with local law enforcement, utility service providers, and parish and/or state government officials, will decide on which type of modified operation to activate, depending upon access to power, internet connectivity, and the safety of students and staff members. Once a determination is reached for activating continuous learning, the System will communicate to stakeholders by utilizing the district webpage, school webpages, robocalls, text messaging, district social media pages, and news media outlets. This plan will focus on instructional quality, specifically student and staff expectations, attendance, family communication, engagement, and support.

STAKEHOLDER EXPECTATIONS

St. Tammany Parish Public School System will provide high-quality learning through ongoing communication and digital resources. The following is an attempt to clarify the expectations of the district, schools, teachers and staff, students, and parents/caregivers:

DISTRICT EXPECTATIONS

- Ensure all students engage in high-quality curriculum and instruction in a supportive and effective learning environment every day.
- Support schools with planning and implementing distance learning lessons.
- Identify and secure needed resources.
- Assist schools with support in providing services designated in each student's Individualized Education Program (IEP), Individual Accommodation Plan (IAP), or English Learner Checklist.

- Demonstrate flexibility and understanding as everyone works together to navigate distance learning.
- Provide ongoing communication with teachers and staff, parents and students.

SCHOOL EXPECTATIONS

- Ensure all teachers and students are sent home with Chromebooks.
- Ensure all students on your roster have submitted the *STPSB Chromebook Responsible Use* form allowing video/audio conferencing.
- Ensure a plan for extenuating circumstances is in place.
- Ensure all Google Classrooms are updated prior to the modified operation.
- Ensure all students engage in high-quality curriculum and instruction in a supportive and effective learning environment every day.
- Support teachers with planning and implementing distance learning lessons.
- Monitor the live Google Meet sessions.
- Provide all services designated in each student's Individualized Education Program (IEP), Individual Accommodation Plan (IAP), or English Learner Checklist.
- Continue to monitor the student's progress in the general curriculum and in any individual goal areas.
- Communicate attendance, instructional, and disciplinary expectations to teachers, staff, and students.
- Check emails consistently throughout the day and respond in a timely fashion.
- Be accessible to all teachers, students, and parents during normal school hours.
- Demonstrate flexibility and understanding as everyone works together to navigate distance learning.

TEACHER EXPECTATIONS

- Google Classroom and Google Meet
 - Check all students on your roster have submitted the *STPSB Chromebook Responsible Use* form allowing video/audio conferencing.
 - Google Classroom will be used as the learning platform for grades PK-12.
 - Google Classroom will be updated prior to the beginning of each new week.
 - Provide students and parents with training on how to access Google Classroom.
 - Google Meet will remain open during the **entire class period** for live instruction and portions of the recorded lessons.
 - Students with Exceptionalities teachers must provide instruction to students via Google Meet according to each student's IEP.
 - Ensure appropriate instruction and support for diverse learners.
 - The teacher must be available during the entire class period to answer questions and provide feedback via Google Meet.

[Superintendent's Message - Using Google Meet for Continuity of Learning](#)

- Communication
 - Post your Continuity of Learning Plan per class period in Google Classroom and on JCAMPUS teacher webpage. Refer to Moodle>Guaranteed Curriculum for a Continuity of Learning Plan Template
 - Remind students and parents your STPSB email address is located on the JCAMPUS teacher webpage.
 - Check emails consistently, respond to student/parent inquiries in a timely manner, and provide descriptive feedback.
 - Clearly communicate expectations, assignments, deadlines, and important announcements.
 - Record student attendance during each Google Meet session. Follow normal procedures for marking attendance in JCAMPUS.
 - Email the school designee any discrepancies in attendance entries as soon as possible.
 - Forward all received attendance documentation to the school designee.
 - Report student progress to parents and update JCAMPUS gradebook regularly; grading must comply with the St. Tammany Parish Public Schools Pupil Progression Plan.
 - Collaborate with Students with Exceptionalities teachers, speech, English as a Second Language (ESL) teachers, and other support teachers to deliver services.

- Additional Support
 - Refer to Moodle>Guaranteed Curriculum>Technology Integration>Google Meet to ensure you are following district and school guidelines during this distance learning time.
 - Post recorded Google Meet session for absent students in Google Classroom.
 - Identify at-risk students not engaging in learning, not meeting standards, needing more assistance, etc.
 - Provide students and parents with digital learning resources for support.
 - Demonstrate flexibility and understanding as everyone works together to navigate distance learning.

STUDENT EXPECTATIONS

- Distance learning attendance and completion of course work is mandatory.
 - Elementary/Middle School students should review their teachers' schedules in Google Classroom for Google Meet instructional times.
 - Junior High/High School students will follow their normal school schedule for Google Meet instructional times, attending all class periods.
 - Attendance will be taken during the beginning of each Google Meet session each day. If a student does not log in to their regular class, then an absence will be recorded.
 - Virtual check-ins are allowed for subsequent classes if the previous class period was missed.
 - If a student is unable to participate in distance learning due to illness, an excuse

should be sent by the parents/guardians to their child's teacher(s) by email.

- Check Google Classroom for information on classes and required assignments.
 - Participate in class, ask clarifying questions, complete assignments and/or assessments on your own, and submit all assignments by due dates established by your teacher(s).
- Ensure that you know your usernames and passwords for instructional resources, and do not share this information.
- Google Meet is an extension of the regular classroom, and behavior guidelines must be followed in accordance with the [Virtual Instruction Student Conduct and Discipline Policy](#) located in the District Handbook.
- Demonstrate flexibility and understanding as everyone works together to navigate distance learning.

FAMILY/CAREGIVERS EXPECTATIONS

- Visit the district's website for updates.
- Ensure that the *STPSB Chromebook Responsible Use* form allowing video/audio conferencing has been submitted.
- Refer to the [Technology Guides](#) on the district webpage if needed for assistance.
- Ensure that your child knows his/her usernames and passwords for instructional resources.
- Maintain communication with your child's teacher(s) as needed.
- Monitor time spent engaging in distance learning lessons.
- Monitor your child's progress by visiting the Student Progress Center frequently.
- If your child is unable to participate in distance learning due to illness, an excuse should be sent to your child's teacher(s) by email.
- Report any device issues to the IT Help Desk.
- Demonstrate flexibility and understanding as everyone works together to navigate distance learning.

INSTRUCTIONAL QUALITY

Instructional Quality will continue to be held to the highest standards. Teachers, students, and families will have access to digital tools to assist in delivering instruction, collecting and assessing student work, and maintaining open dialog and communication.

The use of Google Classroom will be the main instructional platform to continue student learning when the school building is not able to be occupied for modified operations. Short, medium, and long-term operations will focus on the use of Google Classroom when there is access to electricity and internet/broadband service. Students shall have 1:1 access to technology devices.

Direct instruction will be delivered in the following two formats:

Asynchronous Learning: learning that does not occur at the same place or same time as the provider. It is specially designed by the teacher, itinerant staff, or provider, and the student will perform the learning tasks without direct teacher supervision but may require adult supervision at home. The staff member monitors progress and provides feedback, and is available for questions or guidance.

Synchronous Learning: learning that occurs with real-time interaction with the teacher, paraprofessional, itinerant staff member, or other service providers.

TECHNOLOGY

St. Tammany Parish Public Schools is a 1:1 system which means we have one portable electronic device for every student enrolled. In the event of any type of emergency where students may be out of school for an extended amount of time, devices will be sent home with the students.

St. Tammany Parish Public Schools can assist students that do not have access to the internet. Contact your child's school to request information on internet assistance. Internet access will be exclusive to the student's device only. The STPSB Chromebook Responsible Use Agreement is still valid during modified operations, and individual device monitoring will be used to ensure the correct and proper usage of devices.

Teacher (ENTER TEACHER'S NAME) Continuity of Learning Plan

JCAMPUS Teacher Webpage and Google Classroom Template

Google Meet- Distance Learning Instruction

_____ (ENTER COURSE NAME) Continuity of Learning Plan

STPPS will provide high quality learning through on-going communication, digital resources, effective lesson plans, and progress monitoring. Continuity of education will be provided through Google Classroom and Google Meet (teleconferencing) pending the return to class/campus.

During Distance Learning Instruction, students will...

- Follow his/her normal school schedule for Google Meet instructional times
- Access Google Meet:
 - Log into Google Classroom
 - Click on the meeting link which is found on the front page (Stream)
 - Open link 5 minutes before to 5 minutes after class begins
 - Participate in class, ask clarifying questions, complete assignments and/or assessments on your own, and submit all assignments by due dates established by your teacher(s).
 - Follow behavior guidelines in accordance with the [Virtual Instruction Student Conduct and Discipline Policy](#) located in the District Handbook.

If needed, please refer to [Technology Guides and Resources](#).

Your child must join the Meet and complete all assignments if he/she is healthy to prevent falling behind in class. Attendance will be taken daily.

If you have any questions or concerns, please contact me at _____ (ENTER E-MAIL ADDRESS).

ST. TAMMANY PARISH SCHOOL BOARD MEMBERS

District 1	Matthew E. Greene, Chair of Business Affairs/Administrative Committee
District 2	Roslyn Hanson
District 3	Adaline V. Rutherford
District 4	Kalinda Fauntleroy
District 5	C. Brandon Harrell
District 6	Amanda R. Martin, Vice President
District 7	Isabelle Moore
District 8	Mike Peterson, Ph.D.
District 9	Gia R. Baker
District 10	Deborah McCollum
District 11	Tammy Lamy, Chair of Human Resources/Education Committee
District 12	Michelle Hirstius
District 13	James Braud, President
District 14	Dennis S. Cousin
District 15	Michelle Ruffino Gallaher